

**Fax Notification For Hazardous Substance Discharge  
(Non-Emergency Only)**

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**Emergency Discharges / Spills should be reported via the 24-Hour Hotline: 1-800-943-0003**

**Notice:** Hazardous substance discharges must be reported immediately according to the "Spills Law", s. 292.11 Wis. Stats., Section NR 706.05(1)(b), Wis. Adm. Code, requires that hazardous substance discharges are to be reported by one of three methods: telephoning the Department (toll free Spill Hotline number above), telefaxing a report to the Department or visiting a Department office in person. If you choose to notify the Department by telefax, you should use this form to be sure that all necessary information is included. However use of this form is not mandatory. Under s. 292.99, Wis. Stats., the penalty for violating the reporting requirements of ch. 292 Wis. Stats., shall be no less than \$10 nor more than \$5000 for each violation. Each day of continued violation is a separate offense. It is not the Department's intention to use any personally identifiable information from this form for any purpose other than program administration. However, information submitted on this form may also be made available to requesters under Wisconsin's Open Records Law (ss. 19.31 – 19.39, Wis. Stats.). Confirmatory laboratory data should be included with this form, to assist the DNR in processing this Hazardous Substance Release Notification.

Complete this form. **TYPE or PRINT LEGIBLY.** FAX it to the appropriate DNR region (see next page) **IMMEDIATELY** upon discovery of a potential release from **(check one)**:

- ☐ Underground Petroleum Storage Tank System  
☐ Aboveground Petroleum Storage Tank System  
☐ Dry Cleaner Facility (DERP eligibility based on: ☐ Facility owner/operator ☐ Property owner of licensed facility)  
☐ Other - Describe:

TO DNR, ATTN: <b>R &amp; R Program Assistant</b>	(Area Code) FAX Number
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<b>1. Discharge reported by:</b>		
Name	Firm	Date FAXed to DNR
Mailing Address		(Area Code) Phone Number

<b>2. Site Information</b>
Name of site at which discharge occurred. Include local name of site/business, <u>not</u> responsible party name, unless a residence / vacant property

Location: Include street address, not PO Box. If no street address, describe as precisely as possible, i.e., 1/4 mile NW of CTHs 60 & 123 on E side of CTH 60

Municipality (City, Village, Township) Specify municipality in which the site is located, <u>not</u> mailing address/city
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County:	Legal Description: _____ 1/4, _____ 1/4, Section _____, Tn _____, Range _____ E / W (circle one)
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<b>3. Responsible Party (RP) and/or RP Representative</b>
<input type="checkbox"/> Responsible Party Name: Business or owner name that is responsible for cleanup. If more than one, list all Attach additional pages as necessary

<input type="checkbox"/> Reported in compliance with s. 292.11(2), Wis. Stats., by a local government exempt from liability under s. 292.11(9)(e), Wis. Stats. For more information see <a href="http://dnr.wi.gov/org/aw/rr/liability/muni_1.html">http://dnr.wi.gov/org/aw/rr/liability/muni_1.html</a>
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Contact Person Name (if different)	Phone Number		
Mailing Address	City	State	ZIP Code

(continued)

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**4. Hazardous Substance Impact Information**

Identify hazardous substance discharged (check all that apply):

**METALS**

- ☐ Arsenic  
☐ Chromium  
☐ Lead  
☐ Mercury  
☐ Metals (specify): \_\_\_\_\_

**INDUSTRIAL CHEMICALS**

- ☐ Ammonia  
☐ Cyanide  
☐ Paint  
☐ PCB's  
☐ VOC's  
  
☐ Fertilizers  
☐ Pesticide/Herbicide/Insecticide(s)  
☐ Leachate  
☐ RCRA Hazardous Waste

**PETROLEUM**

- ☐ Diesel/Fuel Oil  
☐ Engine Oil/Waste Oil  
☐ Mineral/Transmission/Hydraulic Oil  
☐ Gasoline (Pb/Non-Pb/Unknown)  
☐ Jet Fuel/Kerosene  
☐ MTBE  
☐ VOC's  
☐ PAH's/SVOC  
☐ Petroleum-Unknown Type  
  
☐ Unknown  
☐ Other (specify): \_\_\_\_\_

**SOLVENTS**

- ☐ Solvent-Chlorinated  
☐ Solvent-Non Chlorinated  
☐ PERC  
☐ VOC's

Impacts to the environment (enter "K" for known/confirmed or "P" for potential for all that apply)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Air Contamination                       | <input type="checkbox"/> Contamination in Right of Way | <input type="checkbox"/> Sanitary Sewer Contamination  |
| <input type="checkbox"/> Co-contamination                        | <input type="checkbox"/> Direct Contact                | <input type="checkbox"/> Soil Contamination            |
| <input type="checkbox"/> Concrete/Asphalt                        | <input type="checkbox"/> Expanding Plume               | <input type="checkbox"/> Storm Sewer Contamination     |
| <input type="checkbox"/> Contained/Recovered                     | <input type="checkbox"/> Fire Explosion Threat         | <input type="checkbox"/> Surface Water Contamination   |
| <input type="checkbox"/> Contamination Within 1 Meter of Bedrock | <input type="checkbox"/> Free Product                  | <input type="checkbox"/> Within 100 ft of Private Well |
| <input type="checkbox"/> Contaminated Private Well               | <input type="checkbox"/> Groundwater Contamination     | <input type="checkbox"/> Within 1000 ft of Public Well |
| <input type="checkbox"/> Contaminated Public Well                | <input type="checkbox"/> Off-Site Contamination        |  |
| <input type="checkbox"/> Contamination in Fractured Bedrock      | <input type="checkbox"/> Other                         |  |

Contamination was discovered as a result of:

- |  |  |                   |
|--|--|-------------------|
| <input type="checkbox"/> Tank closure assessment | <input type="checkbox"/> Site assessment | Other – Describe: |
| Date   | Date                                     | Date              |

Lab results:

- ☐ Lab results will be faxed upon receipt  
☐ Lab results are attached

Additional Comments: Include a brief description of immediate actions taken to halt the release and contain or cleanup hazardous substances that have been discharged.

**FAX numbers to report non-emergency releases in DNR's five regions are as follows:**

**Northeast Region (920-662-5197); Attention - RR Program Assistant:**

Brown, Calumet, Door, Fond du Lac (*except City of Waupun - see South Central Region*), Green Lake, Kewaunee, Manitowoc, Marinette, Marquette, Menominee, Oconto, Outagamie, Shawano, Waupaca, Waushara, Winnebago counties

**Northern Region (715-365-8932); Attention - RR Program Assistant:**

Ashland, Barron, Bayfield, Burnett, Douglas, Forest, Florence, Iron, Langlade, Lincoln, Oneida, Polk, Price, Rusk, Sawyer, Taylor, Vilas, Washburn counties

**South Central Region (608-275-3338); Attention - RR Program Assistant:**

Columbia, Dane, Dodge, Fond du Lac (*City of Waupun only*), Grant, Green, Iowa, Jefferson, Lafayette, Richland, Rock, Sauk counties

**Southeast Region (414-263-8483); Attention - RR Program Assistant:**

Kenosha, Milwaukee, Ozaukee, Racine, Sheboygan, Walworth, Washington, Waukesha counties

**West Central Region (715-839-6076); Attention - RR Program Assistant:**

Adams, Buffalo, Chippewa, Clark, Crawford, Dunn, Eau Claire, Jackson, Juneau, LaCrosse, Marathon, Monroe, Pepin, Pierce, Portage, St. Croix, Trempealeau, Vernon, Wood counties